# Attachment C
# Instructions for Establishing POC and Ordering GETS & WPS

**Please see screen snapshots from the GETS/WPS Website
following these instructions.**

- Each agency must establish a POC before GETS user cards or WPS service can be ordered.
- Establish your agency POC:

  NOTE: A POC is required to have a GETS card. The last step in the process of establishing a POC is requesting a card for the POC. It is recommended, but not required, that an alternate POC also be established.
    o Access the GETS website at http://gets.ncs.gov/ and select the option "First Time Requestor – State Government." Follow the registration instructions requesting the creation or change of a POC and ordering of a GETS card for the POC.
    o GETS cards or WPS service for agency users can be requested at the same time the card for the POC is requested.
    o Once you have submitted your request for creating a POC, the POC will receive an email from G-WIDS (GETS-WPS Information Delivery Service) confirming receipt of the request.
    o Once the account has been created, G-WIDS will send an email to the POC providing the User ID and password.
    o The POC will receive the requested GETS card/s by mail.

- Once you have received your POC Logon ID and password, you can access the website at http://gets.ncs.gov and select the "Established POC" link to:
    o Request GETS cards and/or WPS service for users in your agency
    o Manage existing accounts
    o Track transaction requests
    o Certify Call Detail Records (CDR)
    o Download documents

  When requesting GETS cards (including changes to existing cards or deleting cards) or WPS service for agency users, G-WIDS will send an email confirming receipt of the request.

- Also, when requesting WPS service, G-WIDS (GETS-WPS Delivery Service) will send another email when service has been added to the wireless account.
    o Some wireless providers may contact the billing contact on record with the provider to verify the person requesting WPS service (POC) is authorized to request the service.

To establish or change a POC, go to http://gets.ncs.gov/ and select the option "First Time Requestor – State Government." This is the first screen to be completed. By clicking accept, you are agreeing to the responsibilities of a POC.

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**State Government Organizations**

**Does my organization already have a POC?**

**Are you the new POC for an organization that already has GETS or WPS?** Read the Terms and Conditions below, then follow link at bottom of page.

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## Step 1 of 3: Terms and Conditions


Step 1 of 3

State government organizations may subscribe to GETS by:
- Having an organizational mission which *directly* supports National Security/Emergency Preparedness

- Agreeing to pay for all GETS calls placed by members of your organization, should it be necessary to bill your account

By continuing with this registration process, you acknowledge that:
- GETS and WPS may only be used on a call-by-call basis, after encountering congestion in the wired or wireless public phone networks

- GETS and WPS access codes and PINs may not be programmed into mass calling equipment

**POCs (and alternate POCs) MUST AGREE to the following responsibilities:**

- Determining who should have GETS cards within the organization and limiting those services to only those personnel or positions that have a clear NS/EP duty
- Submitting all GETS requests for eligible users within their organization
- Distributing GETS cards to users (GETS cards are sent only to the POC)
- Familiarizing users with GETS
- Reviewing monthly reports listing all GETS calls made by users in their organization and certifying that the calls constitute valid and appropriate GETS usage
- Annually validating all GETS cards are still needed and accounted for (failure to conduct an annual validation will result in termination of the cards)

**New POC for an organization that already has GETS or WPS:** complete this POC Request. In the "Comments" section at the bottom provide the name of the previous POC, if possible.

Cancel    Agree

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This screen appears after agreeing to the responsibilities of a POC. Complete this screen providing information regarding your agency and the POC.

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**State Government Organizations**

**Step 2 of 3: Billing / Program Designator Code (PDC) Request**

Step 2 of 3

> **If your organization already completed this step, continue here.**

**Organization Information:**

✳ Denotes required field

✳ Organization Name: [                    ]

Describe your organization's mission and how it applies to National Security/Emergency Preparedness: [                    ]

If your organization has a website, please provide the address: [ http:// ]

**Provide your organization's Point of Contact (POC) :**

Prefix: [   ▼]

✳ First Name: [                    ]

Middle Initial/Name: [          ]

✳ Last Name: [                    ]

✳ Email: [                    ]

✳ Primary Work Number: [          ]

**Billing Information:**

Should it be necessary to invoice your organization, GETS charges would be payable to our contracting office, the Defense Information Technology Contracting Organization (DITCO). Details on paying these charges would be included with the bill you receive from them. NOTE: You will not normally be billed for calls to confirm receipt of individual GETS cards, familiarization calls, or short-duration test calls to the familiarization line (703-818-3924). However, we reserve the right to bill for all calls, especially if there has been fraud, waste, or abuse using your GETS card(s).

**To establish your PDC, provide contact information for the person authorized to obligate**

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**funds for GETS usage charges:**

☐ **Check this box if the information is the same as above.**

Prefix: [                ▼]

✳ First Name: [                ]

Middle Initial/Name: [                ]

✳ Last Name: [                ]

Suffix: [        ]

✳ Title [                    ]

✳ Address Line 1: [                    ]

Address Line 2: [                    ]

✳ City: [                    ]

✳ State: [                ▼]

✳ Zip Code: [          ]

Country: [ United States of America ]

✳ Email: [                    ]

✳ Primary Work Number: [            ]

Fax Number: [            ]
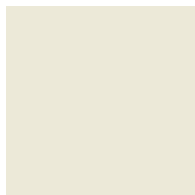
Questions or comments concerning this site? Please contact the webmaster.

This screen appears after submitting your request for a POC. Read and press continue to proceed to the screen to order the POC GETS card.

GETS cards and/or WPS service for other agency users can be ordered at the same time.

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**State Government Organizations**

**Step 3 of 3: Point of Contact (POC) Information**

Step 3 of 3

- Next, you will need to complete a POC Request to establish a secure online account for the primary POC (required) and an alternate (optional, but recommended)
- When the requests are approved, the POC and alternate will receive electronic confirmation of sponsorship, billing information, and their online account User IDs and passwords. GETS cards for the POC and alternate will come by mail.
- If you have not already spoken with a member of our staff, we will contact you within a week

If you have questions or concerns, contact the Priority Telecommunications Support Center toll free at: 866-NCS-CALL (866-627-2255) (in the Washington DC Metro Area please use 703-760-CALL (703-760-2255)). You may also contact us at gwids@saic.com.

Continue

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This screen appears after you select continue.  Complete this screen to request a GETS card for the POC.

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## POC Request
(● = Required Field)

### Organization Information

**Org: (Acronym)** ●

**Official Organization Name:**

**Sub Organization:** ●

**Description of Organization's Emergency Role:**

**POC for:** ● ☐ GETS  ☐ WPS or ☐ both GETS/WPS

### Mission Criteria & Source Information

**GETS NS/EP Mission Criteria:** ●

**NS/EP Category:** ●

**How did you hear about GETS/WPS:** ●
☐ Exhibit/Booth
☐ Briefing  ☐ Brochure  ☐ Phone Call
☐ Video  ☐ Website  ☐ Other GETS Users
**Other Source:**

### Name and Personal Information

**Name:**  **Prefix:**  **First Name:** ●

**Middle Name/Initial:**  **Last Name:** ●  **Suffix:**

**Name to Appear on Card:** ●  **Password:** ●

**Position or Title:** ●  **US Citizen:** ●
☐ Yes  ☐ No

### Address

**Address - Line 1:** ●  **Address - Line 2:**  **City:** ●

**State:** ●  **ZIP or Postal Code:** ●  **Country:** ●

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| E-mail and at least two other contact methods 🔴 |
|---|

**E-Mail:** 🔴

[                    ]

| Primary Work #: | Secondary Work #: | Cellular #: |
|---|---|---|
| [        ] | [        ] | [        ] |

| After Hours #: | Pager+PIN: | Fax #: |
|---|---|---|
| [        ] | [        ] | [        ] |

| Additional Information |
|---|

**International Calling:** 🔴  **Send confirmation E-Mail to:**

☐ Yes  ☐ No        [                    ]

**Comments:**

[                              ]

This is the screen you will see after you have logged on using your POC logon and password.  Access the website at http://gets.ncs.gov and select the "Established POC" link.  From here you can manage all your GETS and WPS accounts and verify GETS card usage and account information.



# G-WIDS HOME PAGE

## Welcome to the GETS-WPS Information Delivery Service (G-WIDS)

**W**ireless **P**riority **S**ervice

**Through the links on this page, POCs and Alternate POCs have electronic access to the GETS Card information needed to effectively execute their GETS/WPS administrative functions, including:**

- Request GETS/WPS service for individuals in your organization
- Send E-Mail request to new users to fill in the GETS/WPS Service Request
- Search & Review GETS/WPS Subscriber Data
- Request changes for your existing GETS/WPS subscribers
- Request GETS/WPS POC database application data sets for download
- Track transaction requests
- Certify Call Detail Records (CDR)
- Download documents